REFERENCES:  1. S.P.Danavel, English and Communication for Students of Science and Engineering, Orient Blackswan, Chennai, 2011.  2. Rizvi, M.Asharaf, Effective Technical Communication, New Delhi, Tata McGraw Hill Publishing Company, 2007.  3. Murali Krishna and Sunitha Moishra, Communication Skills for Engineers. Pearson, New Delhi, 2011.  Course Description  To make the students learn the basic modes of communication for fluency and attainment of confidence in speech, reading and writing.  Prerequisites  Co-requisites  Prerequisites  Co-requisites  Prerequisites  Co-requisites  Prerequisites  Course Outcomes (COs)  COI  Understand the importance of being responsible, logical, and thorough.  CO2  Respond to the situations where short reports and instructions are required.  CO3  Explain "how things work", and what to suggest when "things don't work  CO4  Develop our confidence and authority in the practical use of language.  CO5  Understand the importance of being responsible, logical, and thorough.  CO6  Able to Face interviews and competitive examinations  Student Outcomes (SOs) from Criterion 3 covered by this Course  COs/SOs  a  b  c  d  e  f  g  h  i  j  k  CO1  H  H  H  H  H  H  H  H  H  H  H  H  H	Co														
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List of Topics Covered

UNIT I STRUCTURES 12

Parts of speech - Active and passive voices - Subject verb agreement. - Writing about School life, Hobbies, Family and friends - Word formation with prefixes and suffixes - Tenses - Concord - Summarizing - Note-making

## UNIT II TRANSCODING

12

Cause and effect relations – Punctuations – Differences between verbal and nonverbal communication - E-mail communication – Homophones - Etiquettes of E mail communication. Interpreting graphic representation - Flow chart and Bar chart.

## UNIT III REPORTING

12

Degrees of comparison – Positive, Comparative, Superlative - questions- SI units -Lab reports -

Physics chemistry, workshop and Survey report for introducing new product in the market.

## UNIT IV FORMAL DOCUMENTATION

12

Writing project proposals - Presentation skills - Prefixes and suffixes - If conditions - Writing a review-Preparing minutes of the meeting, Agenda, official circulars.

## UNIT V METHODOLOGY

12

Accident reports (due to flood and fire) - Hints development - Imperatives - Marking the stress Connectives , prepositional relatives